

## **DEPUTY FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative and supervisory positions, the major duty of which involves directing the activities of all fire suppression personnel on an assigned shift. Work also includes responsibility for the administration and coordination of fire department activities in the absence of the chief of operations. The employee of this class is responsible for supervision in assignment of vacations, care and maintenance of stations and equipment, and the keeping of station personnel records. In addition, the deputy fire chief takes command of emergency scene operations when required, directing the activities of all subordinate personnel and the use of all department equipment. The deputy fire chief works with a high degree of independence, reporting to and having work results reviewed by the Chief of Operations. This class ranks directly below that of Chief of Operations.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all fire suppression activities of the department on an assigned shift, including all subordinate personnel and equipment assigned to that shift. Participates in planning for the activities of the assigned division, setting goals and objectives and recommending management policies. Makes recommendations on major purchases for the department. Determines how the division should be organized, planning use of apparatus, equipment, and personnel. Inspects the assigned division, evaluates its effectiveness, and takes action to correct or improve problem areas. Investigates complaints against department personnel and takes appropriate action.

Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices.

Holds meeting with subordinate fire department personnel for the purpose of receiving reports and disseminating information. Inspects appearance of assigned equipment and appearance of subordinate personnel. Assigns work schedules and work or duty areas and approves leave. Oversees and evaluates the work of subordinates. Reviews reports written by subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels

employees who are experiencing work problems. Writes employee evaluation reports and maintains discipline by conducting corrective interviews and by recommending disciplinary action to the appointing authority.

Supervises the preparation and maintenance of records and reports of an assigned division. Reviews records completed by subordinate employees and periodically inspects systems and facilities for keeping the records. Personally completes any forms and records assigned. Writes reports.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about operation of the fire department or any related areas of emergency services.

Supervises subordinate employees at the scene of a fire or other emergency. Performs size-up and directs emergency scene operations. Secures the fire scene to prevent removal or damage of evidence of suspected arson and testifies in court when required.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment, and any other specialized equipment or property operated or owned by the fire department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Fire Chief.

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